



# FLATHEAD

CONSERVATION DISTRICT

133 Interstate Lane, Kalispell, MT 59901 | [www.flatheadcd.org](http://www.flatheadcd.org) | 406-752-4220

---

## **CALL TO ORDER & ATTENDANCE**

Chair Pete Woll called the December 14, 2020, Business meeting to order at 5:00 P.M. in the conference room.

**Board members present:** Pete Woll, Chair; Lori Curtis, Vice Chair; Verdell Jackson, Supervisor; Ronald Buentemeier, Supervisor; Lech Naumovich, Supervisor, John Ellis, Supervisor being a quorum of the Board.

**Board members absent:** Donna Pridmore, Secretary/Treasurer. Absence is excused.

Also, in attendance were Hailey Graf, Samantha Tappenbeck and Ginger Kauffman, FCD staff; Leo Rosenthal, FWP; Kenny Breidinger, FWP; Bruce Boody; Sierra McCartney; Bill Whitsitt; Matt Daniels; Roger Noble; Chris DeVore; Mitch King, MT Outdoor Legacy Foundation; Jeff & Artis Larsen, Larsen Engineering; Elysian MacIntyre; Phil Duty; and Sandy Heil.

## **MINUTES**

Lori Curtis motioned “to approve the minutes of the October 26, 2020, Business meeting as presented.” Verdell Jackson seconded. Motion carried unanimously.

## **CORRESPONDENCE**

1. Dyer's Woad Project – social media post
2. Legislative Ad Hoc Committee Report
3. DNRC Informational Session, Tuesday, December 15, 3:00 P.M.

## **FINANCIAL**

As the 11/23/20 meeting was cancelled, the following bills listed on Check Detail 11/10/2020 – 11/18/2020 were paid:

1. Byte Savvy \$55.00
2. BCBS \$1,674.75
3. BCBS \$1,970.30
4. VISA \$447.53
5. VISA \$3,941.13
6. CenturyLink \$319.49
7. Flathead Audubon Society \$1,588.42
8. Flathead Beacon \$528.00

9. Mountain States Leasing – Kalispell \$1,599.73
10. Whitefish School District \$994.50

The following bills listed on Check Detail 12/8/202 were paid 12/8/2020:

1. Byte Savvy \$55.00
2. Diamond Sprinkler Systems Inc. \$831.03
3. Flathead Beacon \$528.00
4. Montana Sky Networks \$10.00
5. Mountain States Leasing - Kalispell \$1,599.73

Lori Curtis motioned “to approve the bills as presented.” Lech Naumovich seconded. Motion carried unanimously.

The following bills were reviewed:

1. Blue Cross Blue Shield \$1985.86
2. Susan Hulslander, CPA \$2,166.00
3. CenturyLink \$319.49

Lori Curtis motioned “to approve the bills as presented.” John Ellis seconded. Motion carried unanimously.

### **PUBLIC COMMENT**

No one was present to comment on items not listed on the agenda.

### **SIGNING AUTHORITY**

Lech Naumovich motioned “to allow Hailey Graf to sign for any supervisors attending via ZOOM or calling in.” Lori Curtis seconded. Motion carried unanimously.

### **310's**

**Beatty**, FL-2020-070, Flathead River, bank stabilization/walkway/dock: An onsite inspection was scheduled for Tuesday, December 29, 9:30 A.M. at the site.

**Butts**, FL-2019-056C, Unnamed, complaint: Lech Naumovich motioned “to table until the Work Completion form (FL-2020-002) is submitted.” John Ellis seconded. Motion carried unanimously.

**Cahill**, FL-2020-062, Whitefish River, complaint. Lori Curtis motioned “to send the standard complaint letter.” Lech Naumovich seconded. Motion carried unanimously.

**DeVore**, FL-2020-062, Whitefish River, steps/trail boardwalk, landing, dock: Lech Naumovich explained that an onsite inspection was held December 7<sup>th</sup>. He provided photos of the project and explained the project is for a 100' long dock. The water level is currently low and the area where the dock would be placed has wetland vegetation. Supervisors and FWP concurred that the project would be in direct conflict with the Adopted Rules and that they would not approve a 100' long dock, however they would like to see the site again in Spring to determine if other alternatives, such as mowing, would be appropriate.

Lech Naumovich motioned “to table the application until the site can be viewed during higher water in 2021.” John Ellis seconded. Motion carried.

**Donald A Gatzke Trust**, FL-2020-063, Flathead River, fill: An onsite inspection was scheduled for Friday, December 18, 9:00 A.M. at the site.

**Eagle Bend Golf Club**, FL-2020-073, Unnamed, bank stabilization: An onsite inspection was scheduled for Tuesday, December 22, 10:00 A.M. at the site.

**Goodwin**, FL-2020-067C, Mill Creek tributary: Pete Woll motioned “to send the standard complaint letter.” Lori Curtis seconded. Motion carried unanimously.

**Griffin**, FL-2020-060C, Garnier Creek, complaint: An onsite inspection was scheduled for Friday, December 18, 2:30 P.M. at the site.

**Heil**, FL-2020-042C, Blaine Creek, complaint: John Ellis motioned “to table the complaint until a 310-permit application is submitted.” Verdell Jackson seconded. Motion carried unanimously. *See FL-2020-044E below.*

**Heil**, FL-2020-044E, Blaine Creek, notice of emergency: A technical review was completed by River Design Group. Findings from the technical review included: streambed has adverse gradient, culvert inlets were perched to achieve positive gradient, streambanks are stable with low erosion potential, streambed elevation is now three inches higher due to perched culvert inlets, approximately 1cfs is ponded by the culvert installation, and flow is delayed by the culverts.

Supervisors noted that photos indicate the bridge was used for a long time before the landowners decided to install the culverts. Hailey Graf confirmed that the notice of emergency only included photos of the culverts already installed; there were no photos provided by the landowner prior to when the culverts were installed. Supervisors agreed that the action taken was not an emergency to safeguard the imminent loss of life, property, or crops.

John Ellis motioned “this was not an emergency, and the [Notice of] Emergency is denied.” Lori Curtis seconded.

The board discussed possible implications of denying the Notice of Emergency and if requiring the culverts to be removed would cause more damage. They agreed that action is necessary to remediate damages to the stream, which will be addressed with the landowner during the 310-application process.

Motion carried with one no vote. Hailey Graf again noted that the landowner will be required to apply for a 310-permit within 90 days.

**Hughes**, FL-2020-065C, Mill Creek tributary, complaint: Pete Woll Pete Woll motioned “to send the standard complaint letter.” Lori Curtis seconded. Motion carried unanimously.

**Hughes**, FL-2020-066C, Mill Creek tributary, complaint: Pete Woll Pete Woll motioned “to send the standard complaint letter.” Lori Curtis seconded. Motion carried unanimously.

**Hughes**, FL-2020-068C, Mill Creek tributary, complaint: Pete Woll Pete Woll motioned “to send the standard complaint letter.” Lori Curtis seconded. Motion carried unanimously.

**Krachen**, FL-2020-071C, Unnamed, complaint: Pete Woll Pete Woll motioned “to send the standard complaint letter.” Lori Curtis seconded. Motion carried unanimously.

**Kulow**, FL-2020-059, Whitefish River, improve existing structure/steps: John Ellis explained that the application is for placing rock to level out the steps, and to trim the willow tree.

John Ellis motioned “to approve the application with modifications per the Team Member Report and waive the 15-day waiting period. Lori Curtis seconded. Motion carried unanimously.

**Legacy Mountain Holdings**, FL-2020-064C, Unnamed, complaint: Verdell Jackson requested a Phone Poll on 11/23/20 to send the standard complaint letter. Approved by Verdell Jackson, Lori Curtis, Pete Woll, Donna Pridmore, Lech Naumovich.

Verdell Jackson motioned “to approve the 11/23/20 phone poll.” John Ellis seconded. Motion carried unanimously.

The onsite inspection was originally scheduled for Tuesday, December 22, 2:45 P.M. at the site, however, the onsite inspection has been re-scheduled for Thursday, January 7, 2021, 10:30 A.M. at the site.

**McCrorie**, FL-2020-074, Flathead River, bank stabilization: An onsite inspection was scheduled for Tuesday, December 22, 1:00 P.M. at the site.

**McIntyre**, FL-2020-061, Krause Creek, bank stabilization: Hailey Graf explained that the landowner had done previous work under a notice of emergency to clean up blow down and debris that fell into the stream before water began flowing. The landowner had also been approved for the conservation grant program. The landowner was confused about what was approved and began work that was not permitted. The district met with the landowner, had them stop work and apply for a 310-permit. Hailey stated that diseased trees have been removed, and the landowner still needs to remove logs from the site, pile, burn, replant and reseed. Pete Woll reviewed the considerations in the Team Member Report.

Pete Woll motioned “to approve the application with modifications per the Team Member Report, and to waive the 15-day waiting period.” Lech Naumovich seconded. Motion carried unanimously.

**MT Outdoor Legacy Foundation**, FL-2020-055, Flathead River, vegetation management: An onsite inspection was scheduled for Tuesday, December 22, 10:15 A.M. at the site.

**Smith**, FL-2020-072, Whitefish River, residence: An onsite was scheduled for Friday, December 18, 11:00 A.M. at the site.

**Tuttle**, FL-2020-058, Whitefish River, bridge: Lori Curtis requested a Phone Poll on 11/30/2020 to approve the application with modifications per the Team Member Report, and updated application materials received 11/13/2020, and to waive the 15-day waiting period.

Approved by: Lori Curtis, Verdell Jackson, John Ellis, Lech Naumovich, Donna Pridmore

Lori Curtis motioned “to approve the 11/13/20 phone pole.” John Ellis seconded. Motion carried unanimously.

**Wu**, FL-2020-069, Swan River, fill/house deck: An onsite inspection was scheduled for Tuesday, January 5, 2021, 10:00 A.M. at the site.

### **NEW BUSINESS**

**FCD CPA Engagement Letter & Annual Financial Report:** As the 11/23/20 meeting was cancelled, the Engagement Letter and Annual Financial Report were signed by Pete Woll on 11/23/2020 and mailed back to the CPA.

John Ellis motioned “to approve the Chairman signing the Engagement Letter between Flathead CD and Susan Hulslander - CPA, and the Annual Financial Report to the State of Montana Department of Administration.” Lori Curtis seconded. Motion carried unanimously.

**Local Government Reimbursement Program:** Hailey Graf explained that funding is available through the CARES Act for local government organizations to purchase supplies or equipment which will better enable employees to work from home or host virtual meetings. Under the Local Government Reimbursement Program, the conservation district would pay for the items then be reimbursed at the end of the calendar year. Hailey provided a list of items that have been purchased and will request reimbursement for through the program. The total request is \$1,111.91.

**Proposal for Aquatic Invasive Species (AIS) Funding:** Hailey Graf explained that Whitefish Lake Institute submitted a request to Flathead CD for \$10,000.00 to help fund the AIS decontamination station at Whitefish Lake. She noted that last year Flathead CD provided funding in the same amount and added that this is the only station in Whitefish where boats are decontaminated before entering waters in the Flathead.

Lech Naumovich motioned “to approve the AIS funding request submitted by Whitefish Lake Institute in the amount of \$10,000.00.” Ronald Buentemeier seconded. Motion carried unanimously. *Lori Curtis abstained from voting.*

**Conservation Grant Contract Extension Request:** Samantha Tappenbeck explained this was a request for a contract extension from one of the 2019/2020 contractors. As the 11/23/2020 meeting was cancelled, a phone poll was held 11/24/2020 to approve Contract Extension Agreement #FCD-2019-02. Pete Woll signed the extension on 11/24/2020.

John Ellis motioned “to approve the 11/24/20 phone poll.” Lech Naumovich seconded. Motion carried unanimously.

**Meeting Schedule:** Hailey Graf requested Board input regarding meetings beginning January 2021. Supervisors agreed to continue to meet the 4<sup>th</sup> Monday of each month until COVID is resolved and noted that 6:00 P.M. works best. The next meeting will be held Monday, January 25, 2021, 6:00 P.M.

**District Tax Funding Options:** Hailey Graf explained that because DNRC CARDD is facing upcoming funding short-falls due to the reduction of the state coal severance tax fund, they are looking at funding options. The Montana Association of Conservation Districts (MACD) is soliciting input from Montana's conservation districts specifically regarding the marijuana tax funding option. Lori Curtis noted that other states take advantage of funding from similar taxes, however this does not mean that the Flathead CD supports marijuana but does support the way affairs of the state are handled.

Lori Curtis motioned "that the Flathead CD express positive support for the tax funding option." Lech Naumovich seconded. Motion carried with 1 no vote.

**Legislative Support:** Pete Woll explained that in a normal year funds taken in from the Montana Association of Conservation Districts (MACD) convention went to the MACD legislative fund. Due to COVID, the 2020 convention was held virtually, and no funds were received. The MACD legislative fund helps to support Jeff Tiberi who is the legislative representative for Montana's conservation districts. Pete asked if the Board would be willing to provide support to MACD in the amount of \$1500. Hailey added that several other conservation districts are also making donations.

Lori Curtis motioned "to approve funding in the amount of \$1500.00 to MACD for legislative support." Ronald Buentemeier seconded. Motion carried unanimously.

**Supervisor Appointments:** Lori Curtis submitted a letter of resignation as of December 31, 2020. Pete Woll noted that the board will need to appoint someone into that position to complete the term which ends December 31, 2022.

Ronald Buentemeier motioned "to accept Lori Curtis's resignation as of December 31, 2020." John Ellis seconded. Motion carried unanimously.

**End of Month Budget Report (October):** Ginger Kauffman reviewed the October End of Month Budget Report with the Board and provided the following updates:

- On December 1, 2020, Donna Pridmore and Ginger Kauffman reconciled October bank statements and revenue sheets. The September Federal 941 deposit required a .01 adjustment for rounding.
- Beginning October 2020, the End of Month Budget Report will include credit card charge details and payments.
- On page 1 of 3 of the P&L Budget Performance FY 2020/2021 Grants sheet, for October 2020, under Income:
  - the budget amount for DNRC Grant 23G-19-3639 DGOE was updated from \$1,341.42 to \$941.42
  - the budget amount for SWCD Mini-Gr FRG – Other was updated from \$2,000.00 to \$1,285.18



- Both grants were reimbursable and due to timing of expenses these FY 2020/2021 budget figures had been entered incorrectly.

Lori Curtis motioned “to accept the October End of Month Report.” John Ellis seconded. Motion carried unanimously.

## **REPORTS**

**Flathead CD Staff:** Hailey Graf, Samantha Tappenbeck, Ginger Kauffman, and Mikaela Richardson submitted the following report for November:

### ***Office and Administration***

310 – To date Ginger has processed four 310-Permit Applications and six Complaints. Ginger and Hailey coordinated with landowners to cover essential work during the COVID-19 pandemic and to safely arrange for onsite inspections. Ginger contacted landowners and applicants regarding 310-onsite inspections and processed 310-permits and letters. Hailey attended onsite inspections and coordinated with landowners to provide the virtual meeting attendance information.

Bookkeeping – Ginger processed payroll on November 10th. The next payroll will be done on November 24th along with federal and state taxes for November. Note: Flathead CD will be receiving a dividend from Montana State Fund (Work Comp) in the amount of \$152.34 as a result of no reported losses for 2018.

District Office – A meeting was held Friday, November 6<sup>th</sup>, 10:00 A.M. via ZOOM regarding staff 2021 medical insurance renewal.

Legislative – Hailey attended the MACD Leadership Meeting on November 13 and the Legislative Ad Hoc Committee meeting on November 20. She will continue to attend these meetings and will provide pertinent updates to the board.

Trainings – Samantha is completing a self-paced, Intermediate WordPress training through FVCC. Samantha also participated in an Aquatic Invasive Species Training for Natural Resource Professionals virtual workshop. Hailey led a training session on using Zoom as a virtual platform for workshops as part of the DNRC CD Bureau “Conservation Districts Idea Share”.

Convention – Ginger, Samantha, and Hailey virtually attended the MACD Employee Organization annual meeting November 12 & 13, and the MACD Convention held November 18 & 19.

### ***On-the-Ground Projects***

Cow Creek Restoration Project – DEQ approved expanding the treatment area under the existing 319 grant contract to include a third landowner downstream. Remaining grant funding will go towards developing a preliminary design for this property. Stormwater runoff from the City of Whitefish infiltrates Cow Creek at this property so potential for reducing nutrient loads through this restoration project are high.

Trumbull Creek – A project site visit is scheduled for November 20. River Design Group, landowners, and stakeholders will walk the project site to discuss project needs, timelines, and logistics.

Krause Creek – An updated scope of work and schedule was approved by DNRC and the EPA. Hailey will continue working on budget amendments. Funding for this project is expected to be released in Spring, 2021 and contracting with DRNC will begin at that point.

### ***Programs***

Conservation Grant Program – There are currently 13 open or recently completed contracts, seven in FY19/20 and six in FY20/21. These contract periods overlap because of recent adjustments to the program timeline. FY19/20 contracts began Jan 1, and FY20/21 contracts began Jul 1. Funded practices include weed control, reforestation, native seeding, wildlife habitat improvement, riparian buffer improvement, bank stabilization, and windbreaks. Samantha checked in with contractors regarding project status and contract deadlines. Samantha also set up a contract extension template and set up an extension for one of the FY19/20 contractors. Samantha sent information about ordering seedlings to relevant contractors. Samantha, Hailey, and Mikaela met with a landowner on Krause Creek and provided a consultation and information about the program.

Seedling Program – FCD began accepting orders on September 14. We have received and submitted five orders to date. Samantha provided information to landowners about the ordering process and access to the current inventory.

Education Grant Program – FCD has funded three contracts in FY20/21 for projects that (1) develop a conservation curriculum for preschoolers, (2) plant native-species at the Center for Sustainability and Entrepreneurship, and (3) expand a program that uses hydroponic tower gardens to teach students about growing and supplying food. Samantha worked with Ginger to process the reimbursement payment for completed project and update the contract files.

College Scholarship Program – Nine applications were awarded to Flathead County high school seniors in 2020. Several students submitted thank-you notes and indicated their interest in attending a future meeting. The thank-you notes are on display in Samantha's office.

Watershed Support Program – Mikaela and Samantha continue outreach to priority landowners. A post-card with program information was designed, printed, and distributed to priority 1 and 2 landowners (per ranking in the Phase I assessment) in the upper and middle reaches of Ashley Creek. To date, there has not been much interest from landowners in response to the mailing, with only one landowner contacting the office. Samantha is rethinking the strategy for program outreach, and ways to improve interest and participation.

Pollinator Initiative – 42 people have indicated interest in participating in this program. 20 pollinator plots (0.7 acres) were seeded in spring and fall 2020. Mikaela worked with Samantha to compile monitoring data into a database and created a relative abundance graph to summarize data. Mikaela also created an [ArcGIS StoryMap](#) to document the



location of established plots, summarize and display monitoring data, and share program information.

### ***Education and Outreach***

Workshops and Events – Due to the COVID-19 pandemic, most events, including Family Forestry Expo, Earth Day, Arbor Day, and Rolling Rivers Trailer presentations, were canceled or postponed. Staff will work with partner organizations to plan alternative outreach opportunities and reschedule events when it is safe to resume gatherings. The FCD schedule of educational workshops was converted to a series of live webinars. Webinars were recorded and have been posted with accompanying resources on the [Recordings & Resources page on the FCD website](#).

Education Resources – Mikaela also created a series of videos using the Enviroscope to demonstrate watershed concepts, nonpoint source pollution, and resources available to local educators, and posted the videos on the [FCD YouTube channel](#). Samantha provided a review and edits to the Family Forestry Expo student handbook and worked with a graphic artist to create a riparian zone illustration to include in the handbook and for future FCD education and outreach.

Advertisements – FCD ran an advertisement in the Flathead Beacon about 310 permit information on November 11 and scheduled an advertisement about the Seedlings Program for publication on November 25. Samantha coordinated with Flathead Beacon staff to renew the annual contract.

Website and Social Media – Over the past 30 days, the website was viewed 1,989 times, with 84% new (vs. returning) visitors. The most viewed pages and posts were a blog post about the life history of larch trees, the FCD homepage, and information about nonpoint source pollution. Over the same period, the FCD Facebook page gained 8 new followers, posts reached 553 people, and there were 124 post engagements. The most engaging posts were about the Seedling Program and an AIS virtual workshop.

eNewsletter – The Local Dirt was distributed on 11/2/2020 and included upcoming events, available programs, a partner profile, blog post, and 310 permitting information. The current mailing list includes 267 people. As of 11/17/20, the November issue was opened by 121 people (216 times) and had 35 total clicks. The most-clicked links were to the Watershed Support Program webpage, the native grass seed mixes webpage, and the link to a Flathead Audubon virtual event.

### ***Partnerships***

- Samantha worked with Heidi Fleury (Lake County CD) and Sarah Bowman (Gallatin CD) to coordinate and plan a virtual breakout session presentation on the Pollinator Initiative at the National Association of Conservation Districts annual meeting in February.
- Samantha and Hailey worked with Teresa Wenum (USFS-FNF) and the Family Forestry Expo planning committee to update educational materials and provide ideas for an alternative event format in response to anticipated restrictions on gathering sizes.
- Hailey began discussions with DNRC, MACD, and other CDs to create a CD idea-share platform. This would be a monthly meeting open to all CDs and partners. Each month would have a topic and would start with a short

presentation by an expert on that topic. Following the presentation, all attending would have an opportunity to discuss challenges and share ideas for solutions.

**Natural Resources & Conservation Service (NRCS):** Sean Johnson, NRCS, submitted the following report for November:

#### *Programs*

- EQIP – Sign-up deadline of November 17<sup>th</sup>
  - Joint Chief's (JC) Proposal
    - Still waiting on funding decisions to take place
      - Mid-December is anticipated announcements timeline
  - Potentially looking to draft a forestry TIP for the North Fork for 2022 consideration
    - Trail Creek and Red Meadows/Moose Creek prioritized as the top two areas to work in due to those being the secondary egress in case of a large fire
  - Little Bitterroot Lake
    - Outreach conducted through a direct mailing by Little Bitterroot Lake Association to gauge interest in a potential TIP for that area
      - Calls starting to come back in with interest
        - May develop a TIP for potential 2022 funding
- CSP
  - Working with two applicants on renewing their expiring contracts competitively

#### *Upcoming Items*

- Announcement of potential JC funding in mid-December
- FireSafe Flathead Meeting
  - December 3<sup>rd</sup> 9:00-11:00
- Montana Focused Conservation (MFC) Steering Committee Meeting
  - December 3<sup>rd</sup> 1:00-5:00

#### *Miscellaneous*

- Kalispell NRCS office has returned to telework as a precaution against office exposure for staff.
- Staffing is being rotated to maintain office coverage at all times

**Montana Association of Conservation Districts (MACD):** No report.

**Flathead County Planning Board (FCPB):** No meeting was held in November, and the December meeting was cancelled due to COVID.

**Whitefish City Planning Board (WCPB):** John Ellis reported that in November the WCPB approved 2 accessory apartments and approved a text amendment to the

Whitefish Zoning Code dealing with procedures in the WR-4 zone. The next meeting is scheduled for December 17<sup>th</sup>.

**Upper Columbia Conservation Commission (UC3):** Lori Curtis submitted the following report: The UC3 met on November 4<sup>th</sup> and conducted general business. This meeting was mainly a forum for wrapping up the season.

We reviewed our Education & Outreach (E & O) Strategy & Media Plan, discussed the results of the Industry Outreach project (which engaged marina, boat shop, and fly shop owners in the fight against Aquatic Invasive Species (AIS) and heard from FWP's Information Office regarding FWP's outreach activities. The legislative committee discussed potential activities for the coming session. All partners provided AIS updates. The Commission will be holding elections at its February meeting. The next meeting is February 10<sup>th</sup> via ZOOM.

**Haskill Basin Watershed Council (HBWC):** Hailey Graf reported a meeting was held December 2<sup>nd</sup> via ZOOM. Items included a thinning and fuel management project above the City of Whitefish Water Treatment Facility and information from Craig Workman regarding the treatment facility (1) a telemetry system to remotely control the amount of water diverted from Haskill Creek (2) feasibility study to determine locations for additional water sources (3) upgrades to the facility. The next meeting is scheduled for spring 2021. Hailey noted that HBWC meeting minutes are available if Supervisors want copies.

**Flathead Basin Commission (FBC):** Lech Naumovich reported that he is Co-Chairing the Education/Outreach committee, and a partner meeting will be held December 17<sup>th</sup> via ZOOM. The next FBC meeting will be held in January.

### **MATTERS OF THE BOARD/STAFF**

**310 Administration Mini-Trainings:** Hailey Graf explained that a need for supervisor training in a variety of areas has been expressed. Trainings could be as short as 10-minutes and topics could be delivered in a variety of ways such as information/summaries or discussion during board meetings. Supervisors agreed that training should not be done during meetings, and provided the following ideas: case studies, provide one-page information in the meeting packets, via email or recorded trainings. Hailey noted that half-day trainings via ZOOM could also be held.

**Legislator Outreach:** Hailey Graf stated that due to COVID, the district will host a virtual legislative outreach luncheon/meet & greet. A date has not yet been scheduled. Information and additional packet items will be provided to legislators prior to the meeting.

**NACD National Meeting Registration:** Descriptions of break-out sessions for the NACD national meeting were provided to the Board. Hailey Graf explained that the meeting will be held February 8-10, 2021. Participation is virtual and registration cost is \$50 per person. She noted that Samantha Tappenbeck will be a presenter for the Teaming up for Community Conservation break-out session. Hailey Graf asked supervisors and FWP to contact her if they are interested in attending.

**Employee Reviews:** Pete Woll asked for input from the Board for Hailey Graf's performance review and noted that she has specifically asked for comments/positive feedback that will help her improve and do the job to the best of her ability.

**Info Graph:** Hailey Graf provided draft copies of the district info graph and booklet to the Board. Supervisors suggested including information on total funds for College Scholarships and total time donated by Supervisors. Hailey noted that legislators will receive a copy of the info graph and a series of info graphs will be developed for advertising in the newspaper.

**District Signs:** John Ellis stated he noticed there are signs, with Flathead CD on one side and Lincoln CD on the other side, located on highway 93 north and highway 2 west at the Flathead/Lincoln county boundaries. He suggested placing signs on highway 83 between the Flathead/Lake county boundary and on highway 2 east between the Flathead/Glacier county boundary. He added that the district phone number and web address could be included. Staff will contact the highway department and Lincoln CD as their district recently had new signs created for the Flathead/Lincoln county boundaries.

**Office Closure:** Hailey Graf noted that the district office will be closed December 24<sup>th</sup>.

The next Business meeting is scheduled for Monday, January 25, 2021, 6:00 P.M. via ZOOM.

Adjournment: John Ellis motioned "to adjourn." Lori Curtis seconded. Motion carried unanimously. As there was no further business, the meeting was adjourned at 8:35 P.M.

Submitted By:

Ginger Kauffman  
Administrator

Hailey Graf  
Resource Conservationist

Minutes approved by FCD Board motion made on:

<u>1/25/2021</u>	<u>Donna Pridmore</u>	<u>Secretary/Treasurer</u>
(Date)	(Signature)	(Title – Chair etc.)